



**U.S. EMBASSY
BRIDGETOWN, BARBADOS**



SUBJECT: CONTRACTING OPPORTUNITY: Personnel Security & Suitability (PSS)
Investigator (Independent Contractor)

OPEN TO: Bridgetown, Barbados

OPENING DATE: 06/09/2015

CLOSING DATE: 06/22/2015

WORK VOLUME: Variable, as assigned by the Regional Security Office

PAYMENT: Contract investigators are compensated based on a point system in which points are assigned to various investigative activities, with a fixed payment per point. Current payment per point is \$45.50. The successful candidate will be awarded a Blanket Purchase Agreement (BPA) by the Office of Acquisitions Management and work with the RSO under sole authority of the Office of Personnel Security & Suitability (PSS).

BASIC FUNCTION OF CONTRACT

The Department of State, Bureau of Diplomatic Security, Office of Personnel Security & Suitability (PSS) is seeking qualified individual to conduct background investigations as an independent contract Special Investigator.

Contract investigators conduct interviews and review records to gather relevant information about a person's background. PSS uses this information to determine a person's eligibility for access to classified national security information and suitability for employment by the Department, or other federal agencies.

Contract investigators are needed by DS to gather, sort, and process data required for assessments of the character, loyalty and reliability of applicants, employees and contractors. Contract investigators may be tasked to:

- Verify a person's statements of educational achievement;
- Verify the individual's claims of employment;
- Conduct interviews with the person, their references, developed references and former employers;
- Perform record checks;
- Prepare final reports on findings from the above activities;

As independent contractors, contract investigators work from home and connect via a secure internet connection using their own Internet Service Provider (ISP). Contract investigators must provide their own transportation and other equipment such as a computer, telephone, ISP, fax and light duty shredder required to deliver products under the terms of the Blanket Purchase Agreement (BPA).

When services are required, the contract special investigator will be assigned work by, and submit reports to, the RSO in accordance with procedures established by PSS. Upon completion of assigned work, contract investigators submit an invoice to the RSO for certification and forwarding to PSS for payment. The Government is not obligated to purchase any minimum amount of services under the Blanket Purchase Agreement (BPA).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Contract special investigators must:

1. Be a U.S. Citizen;
2. Be eligible for a top secret security clearance;
3. Hold a bachelor's degree from an accredited college or university (although exceptions may be made on a case by case basis depending on the candidate's experience or training);
4. Have the ability to work independently and meet strict deadlines;
5. Have the ability to collect information through interviews and review of documents;
6. Have the ability to report findings thoroughly and clearly, both orally and in written form;
7. Have skills sufficient to receive assignments and report findings via computer.

ADDITIONAL SELECTION CRITERIA

Nepotism/conflict of interest, budget, and residency status may be considered in determining successful candidacy.

TO APPLY

Interested candidates for this contract must submit the following:

1. A current resume or curriculum vitae (CV)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the contract as listed above.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO: DS_RSO_Bridgetown@state.gov

Please include **“Contract Investigator”** in the subject line.

Or by fax to: 246-227-4143/4240

Or by mail to:

Regional Security Office
American Embassy Bridgetown
Wilkey Business Park
St. Michael, Barbados

Frequently Asked Questions:

Q – What is the current payment per point?

A - \$45.50

Q – Will I receive the same benefits as a regular Department employee?

A – No, as an independent contractor, you do not receive benefits such as retirement, health insurance or leave, nor do you accumulate credit for federal service. The compensation rate provides sufficient funds to provide your own benefits if desired.

Q – Will the Department withhold taxes from my pay?

A – No, you are responsible for payment of your own taxes. Many contract investigators make regular tax payments to the IRS through Treasury’s online Electronic Federal Tax Payment System.

Q – May I use mission resources such as office space, telephones and computers?

A – No, you must provide your own office space, phone and computer.

Q – May I use government owned vehicles provided by the mission?

A – No, contract investigators are prohibited from using government owned vehicles.

Q – Will I be reimbursed for travel expenses, including the use of a privately owned vehicle?

A – Yes, you will be reimbursed for travel in accordance with the Federal Travel Regulations and reimbursed for mileage associated with the use of a Privately Owned Vehicle at the prevailing GSA rate. Refer to www.gsa.gov for the current rate.

Q – Will I only be able to perform this work at my current location?

A – No, once you become a contract investigator, PSS will utilize your services on an as needed basis regardless of where you reside.

Q – What are the minimum computer requirements to perform this work?

A – A personal computer with a reliable, broadband internet connection.

Q – How will I receive work and submit reports?

A – All work is assigned and reported through PSS' proprietary, secure, web based Report Management System (RMS) using Global OpenNet (GO) from any personal computer with a broadband internet connection.

Q – How long has DS used contract investigators and how extensive is the program?

A – We've used contract investigators under a BPA since 1982. Today, we have approximately 1000 investigators. Since 1991, our U.S. investigations have been exclusively conducted by contract investigators.